

College of Journalism and Communications  
Division of Graduate Studies and Research  
Grants Office

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### **Extramural research budgeting and review policies**

1. A minimum of 1% academic effort should be budgeted on grant proposals for a primary project/subproject faculty investigator and other participating CJC faculty for the academic year. Larger percent effort should be budgeted as appropriate and warranted by the specific scope of proposed projects.
2. If permitted by proposal guidelines, faculty effort will be budgeted for summer months. Alternatively, it would be budgeted for summer and/or academic months.
3. When faculty are paid from extramural projects during the nine academic months, the College realizes salary savings. The savings from the redistribution of faculty salaries from state to grant funds will be split between the college and the faculty member in equal amounts. For example, if one-year academic salary savings equals \$5,000, the faculty member will receive \$2,500 to support future research projects and the College will retain \$2,500. The faculty's portion will be made available to the faculty member in TEAMS, OPS, or expense categories under a faculty-specific flex code in current or carry forward funds. The faculty member will need to spend these funds within one year of the allocation or by the end of the fiscal year whichever is longer. A one-year extension for salary savings can be requested if a faculty member can present a specific spending plan for an ongoing project. Salary savings available to an individual faculty member are capped at \$50,000 per year. Situations where the amount of estimated salary savings exceed the cap will be reviewed on a case-by-case basis by the Associate Dean for Graduate Studies and Research and the Executive Associate Dean.
4. If a faculty member's coverage from grant funds equals or exceeds 25% for a semester (or about 10% on an annualized, 12-month basis), the faculty member may request to use 25% course buyout instead of receiving that share of salary savings. In case of a buyout, none of the 25% of saved funds will be shared back with a faculty member. Instead, the funds will be used to coordinate a replacement instructor and cover the effort of an adjunct or graduate student as appropriate. Salary savings exceeding 25% will be split as described in Item #3 above. To request a buyout, the faculty member should ideally notify the Department Chair in the affected department at least one semester in advance of the requested course buyout. Decisions about course buyouts will be made on a case-by-case basis. In general, the College prefers that faculty not buy themselves out of all instructional activity.
5. Projects with non-zero indirect rates generate center-level returns that are distributed back by the University. Faculty who are PIs on the overhead-generating projects can indicate UF centers or institutes that could receive an application. If no center is designated by the PI, center returns for projects related to translational research, overhead can be allocated to the STEM Translational Communication Center. For projects related to public interest communication, overhead will be allocated to the Center for Public Interest Communication. College overhead is overseen by the Associate Dean for Graduate Studies and Research and may be shared with the departments, other units on a case-by-case basis, or used to support college research activity at his or her discretion. Per the usual university process, 10% of the collected overhead will be distributed to project PIs.
6. The Division of Graduate Studies and Research can offer budgeting support and feedback and editing support for pending proposals. For assistance with budgets, faculty should schedule an appointment with the

grants assistant (grants@jou.ufl.edu) three (3) weeks before the deadline. For assistance with administrative sections (organizational information, facilities, equipment, etc.) or review of the proposal, a near-final draft of the proposal should be submitted to the Director of Grants Development two (2) weeks before the final sponsor deadline.

7. Per existing University policies, proposals for extramural funding require review and approval at the College and the University levels. To allow for sufficient review time, the College establishes an internal submission deadline five (5) business days in advance of the final sponsor deadline.

*Reviewed and edited by UF CJC Research Committee in consultation with faculty and executive associate dean, January 15, 2020.*